



Agenda

Missaukee County Board of Commissioners

Special Board Meeting

Missaukee County Commission Room

111 S. Canal St. Lake City, MI 49651


September 28, 2017 @ 4:00 PM

- 4:00PM Meeting Called to Order
*Public Comment
- 4:05PM CDBG Housing Grant Project Review
- 4:10PM FY17 Final Budget Amendment Review
*Public Comment

****Public Comment Rules authorized by the Missaukee County Board of Commissioners: Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at anytime during public comment**



September 28, 2017

To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator 
RE: Emergency Housing Grant Project – 9031 S. Decker Rd, McBain

The CDBG Housing Committee recently received an application requesting an emergency housing grant for a propane furnace needed at 9031 S. Decker Rd, McBain. The applicant qualified for assistance based on income and the housing committee subsequently approved a home inspection to determine the extent of emergency improvements needed.

The inspection revealed the need for a new furnace and accompanying duct work. Previously, the home was heated with wood, but the homeowners' health condition prohibits them from continuing this form of heating. A bid sheet was developed for the homeowners to use to solicit bids for the improvements. Two bids were solicited, which have been reviewed by the CDBG Housing Committee. They are as follows:

Ebels Heating Supply, Falmouth	\$6,818.00
Wildier Heating & Cooling, Manton	\$6,995.00

The Housing Committee has reviewed the bids and recommends award to Ebels Heating Supply in the amount of \$6,818. The committee has verified Ebels is a licensed and insured contractor and has had success working with this company in the past on a similar furnace project.

Requested Action

In accordance with the county's purchasing policy, it is requested the Missaukee County Board of Commissioners approve the low bidder Ebels Heating Supply to perform emergency home improvements as specified to the residence at 9031 S. Decker Rd., McBain. Funds are available in Fund #293, CDBG Locally Retained Program, specifically 293-000-967.07.

Ebels Heating Supply

399 East Church St
 PO Box 28
 Falmouth, MI 49632

Name / Address
██████████ 9013 Decker Rd McBain, MI

2-Sided

Estimate

Date	Estimate #
8/11/2017	701

		Project	
Description	Qty	Cost	Total
Estimate for installation of complete heating system in residence as follows: * Install Trane XR95 series furnace sized according to inspector request 60,000btu Furnace carries lifetime heat exchanger warranty and 10 year warranty on all parts. * Install main return in center hallway and additional return openings in each bedroom. No return in kitchen area or bathroom. * Install steel gas piping from furnace to outside location coordinated with LP gas company. * Install condensate pump, PVC venting, programmable thermostat			
Trane XR 95 series gas furnace TUHB060 (29,805btu main living space heat loss)	1	1,766.00	1,766.00
Supply plenum, return air drop with filter external filter rack for 4" filter	1	852.00	852.00
Return air main duct with one central return location near center of house and one return to existing bedrooms.	1	580.00	580.00
Supply duct with 9 branch runs to exterior walls as house construction permits. 6" with 4x10 register openings to allow sufficient air flow and correct discharge velocity	1	1,572.00	1,572.00
Furnace vent and intake, gas pipe to exterior of home, electrical wiring, thermostat and low voltage wiring, condensate drain. Installation of above	1	916.00	916.00
Mechanical permit and inspection fees	1	922.00	922.00
		210.00	210.00
Subtotal			
Sales Tax (6.0%)			
Total			\$6,818.00

Ebels Heating Supply

399 East Church St
 PO Box 28
 Falmouth, MI 49632

Estimate

Date	Estimate #
8/11/2017	701

Name / Address
██████████ 9013 Decker Rd McBain, MI

8/11/2017 10:53 AM

Project		
Description	Qty	Cost
		Total
Optional furnace upgrade to ECM blower motor (Add \$332.00) Reduces electrical operating cost by approx. 50% Note: Insulation in basement to remain in place except where removal is required for installation of register boots and return air panning.		
Subtotal		\$6,818.00
Sales Tax (6.0%)		\$0.00
Total		\$6,818.00



September 28, 2017

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: FY17 – Final Budget Amendment

Attached please find the final Budget Amendment for fiscal year 2017.

Proposed amendments to the County's General Fund:

- Expenses were decreased by a net amount of \$1,713, primarily due to having no unemployment claims during the year. The budget required adjustment to payments to Northern Michigan Regional Entity, after discovering a missed payment from FY16.
- The corresponding change to the fund balance appropriation will be a decrease of \$1,713 from \$145,373 to \$143,660.

Proposed amendments to special funds include minor adjustments to 241 Missaukee Lake Authority Fund, 269 Law Library Fund, and 297 Commission on Aging, as shown on the attached spreadsheet.

Action Requested: It is requested that the Missaukee County Board of Commissioners approve the attached final FY17 budget amendment to ensure all expenditures have been properly appropriated.

2016 - 2017 Proposed Budget Amendments
Final FY Budget Amendment

Missaukee County
Administration Department

GENERAL FUND-SHERIFF	Current	Amended	Difference	Reason for Change
101-301-722.02 BCBS Health Insurance	\$ 33,439.00	\$ 33,239.00	\$ (200.00)	Adjust for transfer to 101-303
Expenditures				
Total	\$ 33,439.00	\$ 33,239.00	\$ (200.00)	
GENERAL FUND-SHERIFF CIVIL PROCESS				
101-303-702.00 Salaries and Wages	\$ 6,856.00	\$ 7,056.00	\$ 200.00	Rcv transfer from 101-301
Expenditures				
Total	\$ 6,856.00	\$ 7,056.00	\$ 200.00	
GENERAL FUND-TNT OFFICER				
101-304-72203 Blue Cross Emp Deduct	\$ 200.00	\$ 400.00	\$ 200.00	Adjust to actual
101-304-723.00 Retirement	\$ 9,005.00	\$ 9,105.00	\$ 100.00	Adjust to actual
Expenditures				
Total	\$ 9,205.00	\$ 9,505.00	\$ 300.00	
GENERAL FUND-INSURANCE & BONDS				
101-851-724.01 MESC (Unemployment)	\$ 8,613.00	\$ 200.00	\$ (8,413.00)	Adjust to actual
Expenditures				
Total	\$ 8,613.00	\$ 200.00	\$ (8,413.00)	
GENERAL FUND - MISCELLANEOUS				
101-894-956.00 Substance Abuse-NMRE	\$ 18,406.00	\$ 24,806.00	\$ 6,400.00	cover FY15 missed payment
Expenditures				
Total	\$ 18,406.00	\$ 24,806.00	\$ 6,400.00	
Total GF increased revenues	\$ -	\$ -	\$ -	
Total GF increased expenses	\$ (1,713.00)	\$ (1,713.00)	\$ (1,713.00)	
NET GENERAL FUND IMPACT	\$ (1,713.00)	\$ (1,713.00)	\$ (1,713.00)	
GENERAL FUND				
101-000-699.010 Appropriated Fund Balance	\$ 145,373.00	\$ 143,660.00	\$ (1,713.00)	
Revenues				
Total	\$ 145,373.00	\$ 143,660.00	\$ (1,713.00)	

MISSAUKEE LAKE AUTHORITY FUND

Revenues	241-000-699.01	Appropriated Fund Balance	\$	14,300.00	\$	15,500.00	\$	1,200.00	Adjust to actual
Expenses	241-000-800.00	Services & Charges	\$	84,350.00	\$	85,550.00	\$	1,200.00	Adjust to actual
Total			\$	14,300.00	\$	15,500.00	\$	1,200.00	

Revenues	269-000-699.02	Appropriated Fund Balance	\$	-	\$	1,000.00	\$	1,000.00	Cover actual expenses
Expenses	269-000-805.00	Books & Publications	\$	7,500.00	\$	8,500.00	\$	1,000.00	Adjust to actual
Total			\$	7,500.00	\$	8,500.00	\$	1,000.00	

LAW LIBRARY FUND

Revenues	291-000-635.04	AAA-Purchase of Services	\$	50,000.00	\$	42,000.00	\$	(8,000.00)	Decreased Activity
	297-000-635.07	Waiver	\$	189,000.00	\$	191,000.00	\$	2,000.00	Increased Activity
	297-000-639.01	MPPA	\$	7,500.00	\$	8,575.00	\$	1,075.00	Increased Activity
Expenses	297-000-699.01	Appropriated Fund Balance	\$	83,128.00	\$	106,303.00	\$	23,175.00	Adjust to balance
Total			\$	229,628.00	\$	347,878.00	\$	118,250.00	

COMMISSION ON AGING

Revenues	297-000-704.00	Director Wage	\$	48,900.00	\$	49,000.00	\$	100.00	Changed in BSA in Aug.
	297-000-705.00	Staff Wage	\$	138,000.00	\$	149,160.00	\$	11,160.00	Increased staff
	297-000-705.01	In-Home Staff Wage	\$	120,000.00	\$	123,050.00	\$	3,050.00	Increased activity
	297-000-705.04	AAA POS Non-Skilled	\$	27,000.00	\$	28,760.00	\$	1,760.00	Increased activity
	297-000-705.05	Waiver Non-Skilled	\$	104,000.00	\$	99,800.00	\$	(4,200.00)	Decreased activity
	297-000-712.00	Overtime	\$	1,250.00	\$	1,225.00	\$	(25.00)	Decreased activity
	297-000-722.02	BCBS Health Insurance	\$	149,330.00	\$	151,630.00	\$	2,300.00	Increased staff
	297-000-722.06	Workmans Comp	\$	11,500.00	\$	12,000.00	\$	500.00	Increased activity
	297-000-723.00	Retirement	\$	13,242.00	\$	13,567.00	\$	325.00	Increased activity
Total			\$	829,628.00	\$	847,878.00	\$	18,250.00	

2016 - 2017 Proposed Budget Amendments

Final FY Budget Amendment

Reason for Change	Difference	Amended	Current
Increased activity	\$ 3,630.00	\$ 33,630.00	\$ 30,000.00
Decreased activity	\$ (290.00)	\$ 710.00	\$ 1,000.00
Decreased activity	\$ (1,300.00)	\$ 144,700.00	\$ 146,000.00
Increased activity	\$ 1,670.00	\$ 33,670.00	\$ 32,000.00
Decreased activity	\$ (430.00)	\$ 3,070.00	\$ 3,500.00
	\$ 18,250.00	\$ 843,972.00	\$ 825,722.00

COA Cost Share of SS	Total
297-000-724.00	297-000-724.01
MESC (Unemployment)	297-000-800.00
Services and Charges	297-000-860.00
Travel Expense	297-000-860.05
Office Staff Mileage	

Missaukee County
Administration Department